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## Job details

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<b>Bulletin Number</b>	16726BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Sheriff
<b>Position Title</b>	ASSISTANT DIRECTOR, BUREAU OPERATIONS, SHERIFF
<b>Additional Title</b>	APPLICATIONS MUST BE FILED ONLINE ONLY - APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED
<b>Exam Number</b>	J0996I
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	06/05/2013
<b>Filing End Date</b>	06/25/2013
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$8,293.73
<b>Salary Maximum</b>	\$12,553.23
<b>Special Salary Information</b>	<b>Management Appraisal of Performance Plan (MAPP):</b> This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
<b>Position/Program Information</b>	Positions allocable to this class assist in directing the operations of a primarily civilian bureau of the Sheriff's Department.
<b>Essential Job Functions</b>	<p>Plans, organizes, directs, and evaluates a major unit of a bureau operation in the Sheriff's Department through subordinate supervisors.</p> <p>Assists in directing the development and implementation of management controls and reviews systems for managing bureau operations effectively.</p> <p>Assists in the preparation, administration and control of a bureau budget including the review and analysis of budget requests, and preparing and revising recommendations in accordance with bureau priorities and other considerations or independently prepares a major element of a bureau budget.</p> <p>Supervises staff responsible for the analysis of existing departmental policies, programs, systems and procedures as they relate to personnel, financial, information systems, fleet maintenance, or facility management and maintenance issues within the Department.</p> <p>Supports bureau emergency operations involving the Sheriff's Department including special response efforts during fires, floods, earthquakes or civil disturbances and directs a major element of a bureau response effort, as required.</p>

Temporarily acts as the Bureau Director in the latter's absence, as required.

**Requirements****SELECTION REQUIREMENTS:**

**OPTION I:** A Bachelor's degree\* from an accredited\*\* college or university with a specialization in Business Administration, Public Administration, Accounting, Data Systems, Management or a closely related field and two (2) years of paid experience in one such field; one year of which must have been **at the level of Los Angeles County's class of Administrative Services Manager III\*\*\*** or higher in the service of the County of Los Angeles.

**OPTION II:** Four (4) years of paid experience in a highly responsible staff capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel administration, financial management, records and statistics, communications and fleet management, data systems, or facilities planning; one year of which must have been **at the level of Los Angeles County's class of Administrative Services Manager III\*\*\*** or higher in the service of the County of Los Angeles.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternate method of transportation when needed to carry out job-related essential functions.

**Special  
Requirement  
Information**

\*In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application **BY THE LAST DAY OF FILING.**

\*\*\*In County service, experience at the level of Administrative Services Manager III is defined as being responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas.

**VERIFICATION OF EXPERIENCE (VOE):** Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level or different classification will be accepted. VOE claimed will be verified and evaluated to determine if the type, level, or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Credit will be given for VOE to meet selection requirements only.

**INFORMATION FOR OTHER COUNTY DEPARTMENT**

**EMPLOYEES CLAIMING VOE:** Applicants claiming such experience in County service must present written proof of this experience in a Verification of Experience Letter (VOEL) signed by their department's Human Resources Manager or authorized representative. The signed VOEL must be submitted to the

Sheriff's Department's Professional Exams Unit no later than **5:00 p.m. on July 10, 2013.**

**INFORMATION FOR SHERIFF'S DEPARTMENT EMPLOYEES**

**CLAIMING VOE:** Sheriff's Department applicants claiming such experience in County service must complete the Verification of Experience (VOE) form accessible on Personnel Administration's Intranet web page at:

<http://intranet/intranet/Sites/personnel/Classification/Forms.asp>.

This VOE form must be signed by their immediate supervisor and Division Chief, and submitted, along with Performance Evaluation (s) for the period claimed, to the Professional Exams Unit for review and approval no later than **5:00 p.m. on July 10, 2013.** All VOE that was not previously approved will be verified and evaluated by the Classifications Unit to determine whether the type, level, and quantity of experience are qualifying. Credit will be given for VOE to meet the selection requirements only.

**Accreditation Information**

**\*\*Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination Content**

This examination will consist of an Appraisal of Promotability weighted 100%. The Appraisal of Promotability will evaluate Knowledge and Skills, Work Habits and Attitudes, Management and Administrative Ability, Initiative and Resourcefulness, and Personal and Public Relations.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.**

**Special Information**

**SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING FINGERPRINT SEARCH.** Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

**Vacancy Information**

The resulting eligible list for this examination will be used to fill vacancies throughout the Los Angeles County Sheriff's Department.

**Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

**Available Shift**

Day

**Job Opportunity Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.**

**Application and  
Filing  
Information**

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**APPLICATIONS MUST BE FILED ONLINE ONLY -  
APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN  
PERSON WILL NOT BE ACCEPTED.**

All applicants are required to submit a Standard County of Los Angeles Employment application **ONLINE**. Resumes cannot be accepted in lieu of applications, although resumes and supporting documents may be uploaded as attachments to the online application.

Fill out your application and Job Specific Questionnaire (if applicable) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

**INSTRUCTIONS FOR FILING ONLINE:**

To apply for this examination, click on the button above or below this bulletin that reads, "**Apply to Job**" so you can apply online, track the status of your application, and get notified of your progress by mail.

We must receive your application and Job Specific Questionnaire (if applicable) by 5:00 pm, PST, on the last day of filing.

**NOTE:** Candidates who apply online must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (323) 415-2580 within five (5) days of filing online, or by the last day of filing, **WHICHEVER COMES FIRST**. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.

**ADDITIONAL INFORMATION REGARDING ONLINE FILING:**

**SOCIAL SECURITY NUMBER:**

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their own

user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department Contact Name**

Professional Examinations Unit

**Department Contact Phone**

(323) 526-5611

**Department Contact Email**

[www.lasd.org](http://www.lasd.org)

**ADA Coordinator Phone**

(323) 526-5671

**Teletype Phone**

(323) 260-5291

**California Relay Services Phone**

(800) 735-2922

**Alternate TTY Phone**

(323) 267-6669

**Job Field**

Administration

**Job Type** Executive  
Officials and Administrators

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